

# RECYCLING MARKET DEVELOPMENT PROGRAM

Office of Lt. Governor/Office of Energy and Defense Development

## APPLICATION

### Recycled Product Purchasing Grant

Instructions: Complete the following information and formally submit by sending **2 copies to:** Office of Lt. Governor, Office of Energy and Defense Development (OED), One North Capitol, Suite 600, Indianapolis, IN 46204. The final application should not exceed 10 pages. Each page containing proprietary information must be clearly marked.

**Please refer to the guidelines for information on the types of projects funded, project evaluation and grant parameters.**

**Project Cover Sheet** Fill out cover sheet. Please read carefully.

**Project Description.** Provide a brief description of the project. Please include the following:

- Describe the recycled-content product(s) that will be purchased and how the product(s) will be used in the proposed project. Include information on the history of your decision to use recycled-content products in your project.
- Include any manufacturer or vendor information you have describing the product(s) and provide information on the diversion rate per product (i.e. the amount of recycled material used in each product).
- Indicate the exact project location and, as applicable, include diagrams or plans of the project.
- Include projected benefits to the community and/or agency (e.g. number of children using the product that will benefit, etc.)

**Demonstration Objectives** Please include the following:

- Describe the education efforts that will be used to promote the product(s). Provide specific ideas on how project successes will be shared with the public and/or other entities.
- Provide information on the potential commitment of your agency to purchase more of the product(s) if project is successful.
- Provide information on the potential purchasing impact on the public and/or other entities.

**Statement of Work** Outline the major activities that must be done to complete the project. Give a timeline (in months) for initiating and completing the activities.

**Organizational Structure & Experience.** List key people and indicate their general duties in conducting the project. Provide resumes for key individuals.

**Project Budget** List project budget items: include product cost(s), personnel, equipment, supplies, contractual costs, etc. and give total project cost. Provide quotes from vendors.

**Financial Commitments** Provide financial statements for demonstrating funding support of the project. Include letters of support from all financial participants.